

**U.S. SECURITIES AND EXCHANGE COMMISSION
DELEGATED EXAMINING UNIT**

VACANCY ANNOUNCEMENT NUMBER: DEU-04-093

Opens: April 23, 2004

Closes: May 6, 2004

PROGRAM SUPPORT ASSISTANT (OA) SK-303-7

Pay Level: SK-7 (\$36,622 - \$51,961)

Promotion Potential: SK-7

Number of Vacancies – One (1)

**Location – Division of Enforcement
Office of Market Surveillance
Washington, DC**

Schedule: Full-time

This job is open to all U.S. citizens. This is a Bargaining Unit Position. Moving Expenses will not be paid.

What Work Will You Perform

As a Program Support Assistant (OA) at the SEC, you will:

- Assist office specialists by performing research on the Internet regarding company practices and industry trends.
- Schedule meetings with outside parties, including representatives of companies under surveillance, and maintain office calendar.
- Assist in the collection of data for, and preparation of, various reports.
- Use office automation equipment and software to produce a wide range of documents and forms.
- Perform administrative duties such as receiving telephone calls and visitors to the office, directing them to the appropriate party or answering routine questions.
- Establish, maintain and dispose of files and documents according to established procedures and guidelines.
- Prepare and maintain travel requisitions and vouchers.
- Perform studies, analyses and evaluations regarding the efficiency and effectiveness of office operations.

What Are The Qualification Requirements

Qualification Requirements: (All candidates must meet minimum requirements in accordance with the OPM Qualification Standards Handbook as summarized below). **Candidates must have at least 52 weeks of specialized experience at the next lower grade level.** Specialized experience is experience that relates directly to the duties described above. **Applicants must indicate typing speed in the application.**

Substitution of Education: None

How Are Quality Ranking Factors Used

See the “**Employment Guide**” for instructions on completing narratives for **Quality Ranking Factors**. Quality ranking factors are used to ascertain the extent of your knowledge, skills and abilities as they relate to the specialized experience. If you do not address the quality ranking factors to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating. These factors also will determine whether you will place among the top ranked candidates to be referred for interview.

- Experience that demonstrates the use of office automation software and hardware to create and track documents, develop spreadsheets, and prepare reports.
- Experience that demonstrates the ability to develop working relationships with individuals within/outside the organization.
- Knowledge of administrative office functions and procedures in order to maintain office files, maintain office calendars, answer and appropriately direct telephone calls, and prepare travel documents.
- Experience that demonstrates the ability to interpret the significance of financial and other data to assist specialists in reviewing information
- Experience that demonstrates a general knowledge of the securities industry.

HOW TO APPLY

Please read the attached ***Employment Guide*** and provide all required information. This information will allow us to determine if you meet all legal requirements for federal employment and the qualifications for this position. **If you do not provide all information requested you may lose consideration for this position.**

Candidates must provide all information requested by this job announcement and submit:

1. A resume or an Optional Application for Federal Employment (OF-612) including **Social security number; beginning and ending employment dates; salary information; and if you are a United States citizen.** This information is necessary to determine if you meet all qualification and legal requirements for employment.
2. Proof of military service such as DD-214, SF-15 and VA letter, if claiming veterans preference;
3. Separate sheet(s) clearly describing your knowledge, skills and abilities for each quality ranking factor;
4. Copies of college transcripts to substantiate your education if applying based upon education substitution.

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criteria established for the position. A well-qualified displaced employee will be referred before any other qualified candidates.

Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are also strongly encouraged to apply.

Where To Send Application

U.S. Securities and Exchange Commission
6432 General Green Way, Stop 0-1
Alexandria, VA 22312
Attention: Buddy Smallwood
FAX: 703-914-0556

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: <http://www.sec.gov/jobs.shtml>

EQUAL EMPLOYMENT OPPORTUNITY

Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, marital status, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodations will be on a case-by-case basis.

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

EMPLOYMENT GUIDE

U.S. Securities and Exchange Commission Office of Human Resources and Administrative Services Alexandria, Virginia 22312

Thoroughly read this guide and provide all information requested.

This information will help us determine whether you meet legal requirements for Federal employment and evaluate your qualifications for the position.

APPLICATION	<ul style="list-style-type: none"> Apply by submitting an <i>Optional Application for Federal Employment</i> (OF-612) or a résumé. Place in the top right corner of each page of your application: job title, grade and announcement number of the position for which you are applying. Provide your social security number, name, address, home and office phone numbers for the Federal employment process. Indicate when you are available to start work. Make sure your application is complete and clear. An unreadable application will <u>not</u> be considered for the position.
LEGAL REQUIREMENTS	<ul style="list-style-type: none"> United States citizenship required for jobs in the <i>competitive civil service</i>. Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption.
EDUCATION & TRAINING	<ul style="list-style-type: none"> List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree). List any certifications or diplomas from trade or vocational schools, or training courses you have had that are relevant to the position for which you are applying. Give the full name and address of the school; name of subject, beginning and ending dates of training (month and year); number of classroom hours completed; and certificate or diploma earned as appropriate. You must <u>submit a copy of or the official college transcript</u> as proof of your college degree and/or number of semester or quarter hours credit hours completed.
EXPERIENCE	<ul style="list-style-type: none"> Describe fully any work experience directly related to the experience required by the vacancy announcement. List the job title of your position; name and address of employer; supervisor's name and telephone number. Regardless of whether your <u>employment is in the Federal or private sector, you must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.</u> Be explicit about what you did and what kinds of skills you used in doing it; evaluators cannot read meaning into what you write. Do not assume that the evaluator will understand what you do based on your title, the kind of business you were involved in, or the name of your organization or company. Remember to indicate whether we may contact your present and previous employers. If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held and the appointment type (i.e., career, career conditional, temporary, excepted, etc.)
MANDATORY SELECTIVE FACTOR	<ul style="list-style-type: none"> A mandatory selective factor is compulsory. One of the most common mistakes that applicants make is not addressing the mandatory factor. You are ineligible for further consideration if you do not meet the factor.
QUALITY RANKING FACTORS	<ul style="list-style-type: none"> Only applications meeting the minimum qualifications for the job are rated against a Rating Schedule. Use extra sheets of paper to fully, but concisely describe any technical knowledge, skills and abilities, reporting relationships, and all work experience you have that relates to each Quality

	<p>Ranking Factor.</p> <ul style="list-style-type: none"> Address each quality ranking factor to clearly describe the extent of your experience. You may be determined ineligible or receive a low rating if you not address the factors. Your response to the factors will be measured against the Rating Schedule to determine your rating score and whether you will place among the top ranked candidates to be referred to the hiring official for further consideration and interview.
VETERANS PREFERENCE	<ul style="list-style-type: none"> To receive 5-point veteran preference, you must submit a copy of your Certificate of Release of Discharge from Active Duty (DD-214) for each position for which you are applying. Visit website: www.opm.gov/veterans to verify veterans' preference. To receive 10-point veteran preference, you must submit an Application for 10-point Veteran Preference (SF-15), along with the an official statement dated within the last 12 months from the Dept. of Veterans Affairs or Armed Forces, certifying service-connected disability.
SPECIAL SELECTION PRIORITY	<ul style="list-style-type: none"> This applies only to current or former career or career conditional Federal employee affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP). To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be <u>well-qualified</u> as a displaced Federal employee for the SEC position. To meet SEC's well-qualified criteria, you must: (a) receive a rating of above average (<i>3 points</i>) or higher in each quality ranking factor; or (b) receive a superior rating (<i>5 points</i>) to offset each quality ranking factor rated minimally qualified (<i>1 point</i>). If you are a surplus or displaced employee and meet SEC's well-qualified criteria, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.
EVALUATION PROCEDURES	<ul style="list-style-type: none"> A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications on the vacancy announcement. A panel of subject matter experts will rank each qualified candidates' application against a Rating Schedule. The rating schedule is a tool designed specifically for rating the quality ranking factors for the position. Based on the panel's evaluation of your application, you will be given a rating score of 70 to 100. Additional points also will be given for veterans' preference, if appropriate. The names of the highest rated candidates will be put on a referral certificate and sent to the supervisor, who will make the final decision on who will be interviewed and hired.
FILING APPLICATION	<p>You may:</p> <ul style="list-style-type: none"> Mail your application through the U.S. Postal Service. Mailed applications must be postmarked by the closing date of the announcement and received at the address below within 5 business days. Hand deliver your application only to personnel staff at the address on the vacancy announcement. Electronically email or fax your application to the email address or phone number listed on the announcement. Applications must be sent on or before the closing date of the announcement and not later the Office's close of business day at 5:30PM Eastern Standard Time. A separate application package is mandatory for each job of interest. Application material not received by the deadline above will not be considered. Federal regulations prohibit the use of government property for personal use.

WHERE TO SEND APPLICATION	<p>U.S. Securities and Exchange Commission Attention: Buddy Smallwood 6432 General Green Way, Stop O-1 Alexandria, VA 22312</p> <p>Fax Number: (703) 914-0556</p>
INQUIRIES	<p>For general inquiries about matters of concern, you may contact the Human Resources Specialist at (202) 942-4070.</p>
FIRST LEVEL APPEAL	<p>To file a formal inquiry or appeal, you must write to the Chief of the Classification, Staffing, Employee Benefits and Payroll Administration Branch at the address below, and include in your letter the information required under "Final Appeal." Your appeal must be filed not later than 90 days from the date of receipt of your letter, which informed you of your application status. The Branch Chief will review your application and send you a letter notifying you of the decision regarding your particular request or concern.</p>
FINAL APPEAL	<p>If you are dissatisfied with the Branch Chief's decision, you may request a final appeal within 30 calendar days of receiving the first notice of decision. To initiate a final appeal, you must write to:</p> <p>Associate Executive Director Office of Human Resources and Administrative Services U.S. Securities and Exchange Commission 6432 General Green Way Alexandria, Virginia 22312</p> <p>Your letter should include the following information:</p> <ul style="list-style-type: none"> • Your name and address; • Job title, grade and announcement number of the position for which you applied; • Describe the concern and explain why you believe there is an error or oversight. • If you need more information, describe the matter or process you are unsure about. <p>While your concern or question is being investigated, no change will be made to your rating status.</p>